

UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

Position Title: **Director, Information Technology**

Location: Cleveland, Ohio

Salary Range: CL 30-31 - (\$61,967-\$118,447)
Starting salary commensurate with qualifications, experience and education.

Closing Date: Application due November 30, 2002



POSITION OVERVIEW

The Clerk's Office of the United States District Court for the Northern District of Ohio seeks a Director for Information Technology. The Clerk's Office provides automation support services to 24 judges, 200 plus staff, the bar and the public at court houses located in Cleveland, Akron, Toledo and Youngstown over wide area and local networks.

DUTIES: The Director of Information Technology directs the automation department and leads a staff of nine automation professionals.

ENVIRONMENT: Platforms include Novell, Windows NT, Solaris, Unix, Linux, Windows 98, Informix, and Unify. Key desktop products include WordPerfect, Lotus Notes, Lotus Organizer, Netscape, Excel, PowerPoint and Access. Internal Court systems include electronic filing, juror management and finance systems. Electronic courtrooms and video conferencing are supported at all locations.

QUALIFICATIONS: Exemplary personnel management and hands-on automation skills required. Position requires excellent writing and oral communications skills, the demonstrated ability to supervise multiple projects, superb interpersonal skills, and the ability work with the Clerk to develop and implement both long and short range automation and budget plans. The work requires thorough knowledge of and extensive experience with systems employing word processing, electronic mail, database management, public access, LANs, WANs, SANS, VPNs, Internet and intranet services and support, computer security technologies, Novell NetWare, Linux, Notes Mail, Microsoft Windows, and WordPerfect. Ability to support video conferencing and electronic courtroom presentation systems required. Work experience in a federal or other court environment is desirable but not mandatory. Degree required. Advanced degree or training in computer science, business administration, or law is preferred.

DUTY STATION: Cleveland.

COMPREHENSIVE BENEFITS PACKAGE INCLUDES:

LEAVE - From 13 to 26 days paid vacation per year depending on length of federal service. Ten paid holidays per year. Thirteen paid sick days per year.

PARKING - Parking is provided in the Court House.

TRANSIT SUBSIDY - Employees may receive a monthly transportation subsidy for commuting to and from work via public transportation.

HEALTH INSURANCE - Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

LIFE INSURANCE - Employees may participate in the Federal Employees Group Life Insurance Program.

FLEXIBLE BENEFITS - Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either before or after taxes, and (2) a Flexible Spending Account which allows employees to set aside pretax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE - Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and care giver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

WITHIN-LEVEL SALARY INCREASES - Within each salary classification level there are 61 steps. Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods (6 months) and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.

TIME IN SERVICE - Crediting of prior federal government and military service for the purpose of computing employee leave and retirement benefits.

RETIREMENT - Position is eligible to participate in government retirement and Thrift Savings plans.

APPLICATIONS - accepted through November 30, or until the position is filled. Submit a cover letter, form AO 78 and a list of professional references to: Clerk of Court, U.S. District Court, Northern District of Ohio, Carl B. Stokes U.S. Courthouse, 801 West Superior Avenue, Cleveland, Ohio 44113-1830. Attn: Personnel Specialist 03-DIT-02. Final candidate will be subject to a background investigation.

U.S. Court employees are required to adhere to a code of conduct which is available upon request. The Federal Reform Act requires direct deposit of federal wages for Court employees. Only candidates selected for an interview will be contacted. The final candidate will be subject to a background investigation.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS